



Emmet County Credit Card Use Policies and Procedures

Purpose

This policy is adopted in accordance with Michigan Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for the official business of the municipality.

Guidelines

- A. Issuance of Credit Cards: The county administrator and the finance director authorize the use of county credit cards by Emmet County employees. The finance department issues credit cards when necessary and appropriate in agreement with department heads. The finance director is responsible for Emmet County's credit card issuance, accounting, monitoring, retrieval and general oversight including ensuring employee's compliance with this credit card policy.
- B. Card Use: The use of credit cards for County business shall be honored by any vendor who accepts said credit card. Any credit card shall have an authorized spending limit as approved by the County Administrator.

The County credit cards shall be used only for the purchase of goods and/or services that are for the official business of Emmet County. Credit cards shall not be used for any personal expenses, cash advances or other merchant category exclusions (e.g., liquor, tobacco products).

All Emmet County employees issued a county credit card shall sign an Emmet County Credit Cardholder Agreement to abide by the adopted credit card policies and procedures. Any inappropriate use of credit cards issued by Emmet County will be subject to disciplinary action, loss of credit card use, termination and/or penalties as authorized by law.

- C. Transaction Denial: If a cardholder should experience a transaction denial when using a credit card, he/she is to contact the finance director, or designee, with specific information concerning the date, vendor's name, dollar amount, and approximate time of transaction of attempted purchase. The finance director, or designee, shall investigate the reason for such denial.
- D. Tax Exemption: The employee using a credit card must notify the vendor that the credit card transaction is tax exempt for goods or services purchased in the State of Michigan. If the vendor requests documentation for tax and audit purposes, the employee must provide Emmet County's Sales and Use Tax Certificate of Exemption.
- E. Credit Card Security: The County credit card should always be treated with a level of care that will secure the card and account number. The employee issued the credit card is responsible for its protection and custody.
1. Storage of the credit card. Keep the credit card in an accessible but secure location.
 2. Credit card account number. Guard the credit card account number carefully. Do not write or post the number.
 3. Lost, stolen or misplaced cards. If the credit card is lost, stolen, or misplaced, immediately notify the finance director or designee.

4. Personal liability. The credit card will not impact the cardholder's personal credit reference. However, the cardholder does have a responsibility to use the credit card properly and in accordance with these policies in an approved manner.
 5. Upon termination of employment or job reclassification no longer requiring a credit card, the card shall be returned to the finance director or designee.
- F. The balance due on any credit card account shall always be paid in full by the date due listed on the credit card statement.
- G. Transaction Procedures: Credit card transactions may be performed in person, over the telephone, through the mail, or via secure online computer connections. When using a County credit card, authorized employees are required to follow the below listed procedures, in addition to procedures for department approval and payment of the charge(s):
1. If the transaction is in person, present the card to the vendor and advise that the item(s) is being purchased with a County credit card and the purchase should be tax exempt. If the transaction is via telephone or mail order, the vendor shall be provided with the credit card account number and expiration date. If the transaction is performed via computer online service, please ensure the use of a secure website transmission. Do not provide credit card information on an unsecured website.
 2. The cardholder shall submit to the finance director, or designee, documentation that includes a credit card log with a description of the goods and/or services purchased, the cost of said goods and/or services, the date of the purchase, and the official business for which the goods and/or services were purchased.
 3. **Detailed purchase receipt must include at minimum the description of the item/service purchased, the cost and the date of the purchase.**

When ordering over the phone, the cardholder shall request that a detailed purchase receipt be emailed, faxed or post-mailed with the purchase details to the ordering cardholder's attention. When ordering via the internet, a printed copy of the completed order showing details of the item(s) purchased, shall serve as the purchase receipt. When the card is used for travel and/or meals for county business, the employee must fill out a Credit Card Daily Expense Log for Travel showing the purpose of the travel or out of county meal(s) along with corresponding original itemized receipts.
 4. Normal internal control procedures established for approval, documentation and payment of accounts shall be followed at all times. This includes purchasing procedures and the completion of credit card logs. All credit card purchases must be approved by department heads. All monthly credit card statements, must have all receipts attached and must be approved by the finance director or designee.
 5. Missing or Non-Itemized Receipts: If the cardholder does not submit an itemized receipt for a purchase, the cardholder must reimburse the County for the purchase.
 6. Records of Warranty: The cardholder must submit any warranty record(s) for goods or services which are obtained and paid for with their credit card to the Finance Department.
- H. Credit card purchases shall be made in accordance with the Emmet County Procurement Policy and Procedures Manual.
- I. The county administrator is empowered to adopt and amend, as necessary, any credit card procedures appropriate to carry out this policy.
- J. A copy of the credit card policy, procedures and any subsequent amendments shall be made available to the public.